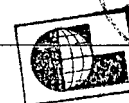


~~SECRET~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Reducing Bureaucracy

**DDA/REG  
LOGGED****FROM:**John M. Ray  
Director of Logistics**EXTENSION****NO.**

OL 0020-87

**DATE**

21 May 1987

25X1

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. EA/DDA  
7D24 Hqs

22 MAY 1987

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**DDA REGISTRY****FILE:** / - /



21 MAY 1987

NOTE FOR: Executive Assistant to the DDA

FROM: John M. Ray  
Director of Logistics

SUBJECT: Reducing Bureaucracy

Jim:


1. This in response to D/OIR's memo, dated 8 May, Subject: Thoughts on Reducing Bureaucracy.

25X1

3. There is precious little that we can do to reduce bureaucracy in GSA--somewhat presumptuous, in my opinion, to even suggest such an unrealistic option. Furthermore, I do not believe that was the DDA's intent when he asked for suggestions to reduce bureaucracy.

4. We are putting tremendous pressure on GSA to solve the Map Library situation and, in fact, have in hand three potential relocation sites. We have, of course, kept OIR informed of these developments.

STAT

  
John M. Ray

25X1

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OL 0020-87



~~SECRET~~



EXA/  
Deputy Director  
for Administration

DDA 87-1010  
12 May 1987



NOTE FOR: Executive Officer  
Office of Logistics

SUBJECT: Reducing Bureaucracy

Bill,

As you know, Bill Donnelly sent a memo to all Agency Office/Division Directors and asked them to identify bureaucratic stumbling blocks with which he can help. The attached memo from the Director of Information Resources describes an incident with GSA and space acquisition.

Could you ask someone to look into this and give me a call with any additional background information or suggestions. Bill would like to resolve as many problems as possible which are identified in these "reducing bureaucracy" responses.

Thanks for your help.

Attachment



STAT

25X1

~~SECRET~~

25X1

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25X1

22 May, 1987

Hank & Bill,

The attached memo from  STAT  
is in response to your "reducing  
bureaucracy" memo. Don suggests  
raising the Office Director's limit  
for awards to \$2000. The best way to  
respond to this would probably be  
orally, from one of you, since we just  
raised the limit (I think) from \$500  
to \$750.

*Jim*  
Jim

*2K = TOO much  
I will be glad to  
SPEAK with him -*

ADDA *X*

22 MAY 1987

DDA *al*

22 MAY 1987

EXA           

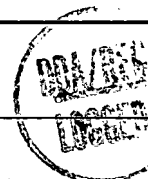
03 JUN 1987

*hold Jim*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reducing Bureaucracy



FROM:

D/CO

EXTENSION

NO.

OC-0303-87

DATE

20 May 1987

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA / EXA  
7D18 HQS

21 MAY 1987 5/21 Jm

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02-0303-87

20 MAY 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Communications

STAT

SUBJECT: Reducing Bureaucracy

REFERENCE: DDA 87-0700, dtd 1 April 1987, Same Subject

1. Following is the Office of Communications (OC) response to your request for thoughts on reducing bureaucracy. All OC Divisions and Staffs were given the opportunity to review your memorandum and respond with examples of bureaucratic "stumbling blocks". After reviewing their collective efforts, one issue emerged as being universally bureaucratic and difficult to resolve. Consequently, the topic addressed below is being submitted for further consideration in the spirit generated by the reference.

TOPIC: Agency Awards System:

a. The Agency has always attempted to excel in the recognition of its employees. The recently appointed Human Resource Modernization and Compensation Task Force is a testament to management's concerns in this area. However, even though the Agency's recognition of its employees has improved, the bureaucratic systems supporting the awards procedure have not kept pace. For background, Office heads in all Directorates have been delegated significant authorities to manage resources and promote personnel to relatively senior levels. Major segments of the budget are under their control and they hold significant reprogramming authority. Additionally, Office heads can assign personnel to numerous locations throughout the world and authorize their training and education within allocated resources.

b. In view of these parameters, the authority of the Office head is significantly behind in the flexibility of being able to recognize Special Achievements and Exceptional

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SUBJECT: Reducing Bureaucracy

Accomplishments. Currently, Office heads recommend these monetary awards but an inordinate amount of time exists before the award is available for presentation. Often the event or accomplishment looms as history before the recognition is presented. Office heads sometimes opt for a smaller award within their authority to provide speedier recognition.

SOLUTION:

a. In order to rectify the situation it is suggested that a greater delegation of award authority be given to the Office level. Recommend each Office be allocated a share of the awards coffer and be allowed to award up to \$2,000 for individual achievement or accomplishment. Additionally, suggest that the Office administration of this program be monitored through the use of a semi-annual report to the Directorate. Awards exceeding \$2,000 could continue to be processed in a manner similar to current procedure. In the event an Office head expends the delegated allotment prior to the end of the fiscal year, additional funds could be requested from the awards allotment or authorization given to reprogram office resources in order to provide additional funds for awards.

b. If Office heads have an allotment of funds for awards it will serve to remind them and their staff of their responsibility to provide an appropriate level of employee recognition. This will also serve to place the awards at the level where the service is being performed and will provide the recognition in a more timely fashion.

STAT

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